BY ORDER OF THE COMMANDER
934th AIRLIFT WING (AFRC)

AFMAN 23-110, VOLUME 6
934 AW SUPPLEMENT 1
1 OCTOBER 1998

Supply

EXCESS AND SURPLUS PERSONAL PROPERTY

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFMAN 23-110, Volume 6, 1 October 1996, is supplemented as follows:

SUMMARY OF REVISIONS

This revision updates procedures for ion exchange cartridges. A * indicates revisions from the previous edition.

4.2.1. The 934 LSS/LGS is designated as the precious metals recovery program (PMRP) project officer for the 934th Airlift Wing (AW).

4.2.3.1.(Added)(934AW) Commanders/division chiefs will provide appointment letters to the base PMRP with unit PMRP monitors and ensure that unit monitors comply with all responsibilities listed in attachment 1; DOD Manual 4160.21, *Defense Reutilization and Marketing Manual* and AFMAN 23-110, Volume 6 as supplemented. Commanders/division chiefs will also ensure work center personnel fully understand and comply with their responsibilities in the identification, recovery and control of materials containing precious metal residue (i.e. silver nitrate contained in microfiche film, photographic developing solutions, non-destructive inspection (NDI) solutions/materials, etc.).

*4.2.3.2.(Added)(934AW) The following is provided for all activities involved in film processing and developing: Possible generating activities include, but are not limited to the 934th Aeromedical Staging Squadron (ASTS), 133 AW Medical Squadron, 934 AW/PA, 934 CF and 133 AW photographic laboratories, NDI shops and base supply.

*4.2.3.2.1.(Added)(934AW) Each generating activity must manage all exposed, unexposed, expired or no longer required scrap film, microfische, microfilm, photo paper, negatives and prints as follows:

*4.2.3.2.1.1.(Added)(934AW) Turn in all microfische and microfilm to Environmental Engineering (CEV).

*4.2.3.2.1.2.(Added)(934AW) Turn in all x-ray film, black and white film, and black and white

prints to the servicing hazardous material pharmacy for transfer to DRMO. When turning them in, turn them in by the pound, rather than by units. The weight of the shipment to DRMO must be shown on the DD Form 1348, **DoD Single Line Item Requisition Systems Document,** and the hazardous materials pharmacy must send a copy of each DD Form 1348 to Environmental Engineering (CEV).

*4.2.3.2.1.3.(Added)(934AW) Color film, color prints, and processed color negatives may be thrown in the trash.

*4.2.3.2.2.(Added)(934AW) All spent fixer solutions will be collected in 5-gallon plastic containers, and managed as a hazardous waste in accordance with the base hazardous waste management plan, until such time as the fixer is processed through the silver recovery unit (see paragraph 4.2.3.2.3.). Spent solution includes that from automatic replenishment overflows and processor tanks when chemicals are changed. No spent fixer solutions will be poured into the drainage system prior to recovery of silver.

*4.2.3.2.3.(Added)(934AW) Activities which do not possess recovery units will transfer collected spent fixer solution at the designated base central recovery location. Currently this location is established at the 934 MXS NDI shop. Limit transfers to a quantity of 15-gallons at one time to prevent processing delays.

*4.2.3.2.4.(Added)(934AW) Harvesting silver flake/sludge:

*4.2.3.2.4.1.(Added)(934AW) The NDI shops which possess an ion exchange cartridge recovery system will harvest silver flake/sludge depending on their capability and quantity/quality of solution processed. NDI shops will turn in to base supply the silver recovery cartridge when it reaches the extent of its ability to recover silver. Each activity must schedule harvesting in accordance with their requirements. Accomplish testing of outflow drain every time fixer solution is processed to ensure the unit is functioning properly and no silver residue is being lost.

*4.2.3.2.4.2.(Added)(934AW) The NDI lab must manage all wastes, including waste developers, emulsifiers, penetrants, and magnetic particle bath solutions, in accordance with the base hazardous waste management plan, and turn in such wastes to CEV.

4.2.3.2.5.(Added)(934AW) Activities must ensure appropriate security is afforded silver recovery systems. Electrolytic units require locking devices and the unit must also be secured in place. Limit work areas where systems (electronic or cartridge) are located to essential personnel. Secure the work area where film is located and essential processing is not required including after duty hours. Each activity is responsible for establishing necessary security key controls.

4.2.3.2.6.(Added)(934AW) Individuals appointed to receipt for harvested precious metals must secure the silver/flake sludge in an appropriate locked facilities unit and transfer to base supply.

*4.2.3.3.(Added)(934AW) Precious metals area representatives (PMAR) appointed for the 934 ASTS and the 133 AW Medical Squadron are responsible for monitoring all items contained in the medical supply system which contain precious metal indicator (PMIC). Obtain item record listings and ensure all work centers issued items with PMIC are actively involved in all PMRP requirements.

4.2.3.4. (Added)(934AW) Unit monitors will submit all requirements for supplies and equipment required in the recovery of precious metals to their servicing Base supply and one (1) copy to 934 LSS/LGS. Ensure requested items be received within a reasonable time frame or submit follow-ups if necessary. Elevate to 934 LSS/LGS if timely support is not received.

4.2.3.5.(Added)(934AW) Each unit PMRP monitor will maintain a jacket file that will consist of, but is not limited to letters of appointment, operating instructions, PMAR surveys of unit operations, checklists and any corrective actions.

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Commander

Attachment
PMRP Unit Monitor Responsibilities

PMRP UNIT MONITOR RESPONSIBILITIES

1. Establish in writing and maintain current operating instructions giving specific guidance for precious metals recovery within their activity. Instructions will include, but are not limited to; security requirements, key controls, required documentation, silver harvesting procedures if applicable, and methods of controlling issue, receipt and turn-in of precious metals and precious metal bearing materials. Ensure all work center personnel are familiar with these instructions and comply with them. Provide a copy of operating instructions to the base PMRP project officer for inclusion in activity jacket file.

2. Maintain current publications on file that address PMRP procedures, specifically AFMAN 23-110, Volume 6 and applicable supplements.

3. Refer all problems and/or questions concerning PMRP to the base PMRP project officer.

4. Initiate and maintain a self-inspection program to ensure all requirements of the PMRP are being accomplished.

5. Forward requests for any needed supplies and equipment required for recovery of precious metals to the servicing base supply.

6. Perform all required day-to-day preventive maintenance and cleaning of silver recovery units in their custody. Report any system malfunctions or problems to the PMRP immediately after detection. If loss of silver residue is occurring, discontinue recovery processing until problem is corrected.

7. Segregate precious metal bearing material and waste material prior to turn-in to base supply.

8. Retain all PMRP documentation for 1 year IAW AFMAN 37-139, *Records Disposition Schedule*, table 23-20 rule 2.00.